DEPARTMENT OF STATE

Washington, D.C. 20520

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November 25, 1980

MEMORANDUM FOR: NEA - Mr. Saunders
EUR - Mr. Vest
EB - Mr. Hinton

SUBJECT: Additional Papers for the Transition Team

S/S PROJECT
COORDINATOR: Chris LaFleur (Room 7241), x28062

Due to Staff aide, cleared by deputy. by 12:00 wed.

The transition team has asked for the following additional issue papers from the Department. As with the previous request for such papers, drafting bureaus are requested to make the papers concise, well-written, and no longer than 3 pages. All papers are due in S/S-S not later than noon on Friday, November 28.

All papers should strictly adhere to the following format:

-- The papers should be done on Department of State Briefing Paper.

-- The papers should contain the following three (and only these three) sections, clearly labeled:

1. Statement of the Issue. This section should be a short description of the issue, background, and a statement of the U.S. and other countries' perspectives. Give the team a chance to see not only the U.S. side, but also the perceptions of others.

2. A clear statement of the time constraint. The paper topics were drawn from the lists of issues which you suggested would need a decision in the first 90 days of the Reagan Administration. Why? Be specific. Is there Congressional interest? Is there a treaty commitment? Is there public interest? Is there possible impact on other bilateral issues?

3. What we are doing and why. Give a clear statement of current U.S. policy and our present actions. Tell the team what we are doing about the problem or what we plan to do in the near future. Explain why we have decided to act this way. Is there a Congressional requirement? Is there a Presidential Directive?

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RDS or XDS EXT. DATE
TS AUTH. REASON(S)
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Is there an informal agreement with another country?

for

Peter Tarnoff
Executive Secretary

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EUR

-- Canada

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-- (1) Whether to push ratification of East Coast Boundaries and Fisheries Treaties; and (2) How to respond to the National Energy Program which could hurt U.S. investment and trade

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NEA

-- Israel/Egypt (Joint Paper)

-- Prime Minister Begin and President Sadat are virtually certain to request meetings with the President soon

-- Middle East Peace

-- Autonomy Negotiations -- how to proceed with the West Bank/Gaza autonomy talks

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EB

-- Afghanistan

-- Review sanctions policy including grain embargo, soybean and phosphate controls, export credits, COCOM.

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